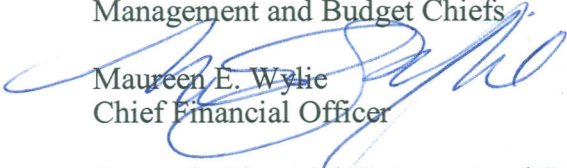




UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
CHIEF FINANCIAL OFFICER

February 5, 2008

MEMORANDUM FOR: Chief Financial Officers
Management and Budget Chiefs

FROM:  Maureen E. Wylie
Chief Financial Officer

SUBJECT: Quarterly Financial Statement and Stewardship
Information Data Call Requirements Policy

This policy memorandum was prepared in response to a FY 2007 audit finding and corrective action to formally document NOAA's policy and guidance for quarterly financial statement and stewardship information data call requirements. The purpose of this policy is to ensure that all NOAA Chief Financial Officers are aware of NOAA's required financial reporting process, including reporting responsibilities and data required from all areas within NOAA.

The quarterly financial statement and stewardship information data call is required information identified that the Finance Office needs to prepare NOAA's quarterly financial statements. In order to comply with Departmental deadlines and reporting requirements, the Finance Office must receive the information by the cutoff and due dates included in the data call.

As part of the quarterly data call distribution, due dates and calendars are included, as well as check lists to help ensure that financial information provided to the Finance Office is stated fairly and supports management's assertions. Included in the quarterly data call requirements are requests for stewardship information over certain resources entrusted to NOAA and certain responsibilities assumed that cannot be measured in traditional financial reports. Included in the quarterly data call are requests for information pertaining to, but not limited by, the following information: personal and real property data, constructed CWIP and reconciliations, lease arrangements, long-term contracts, prepayments and advances made before expenses are incurred, bank or other financial institution deposits, deferred maintenance, operating material and supplies, NRC and NLSC data, environmental liabilities and grant positive or negative cash on hand data. New data call requirements are added each quarter, as necessary, to meet new reporting requirements. Line/Staff Offices are accountable for the accuracy and completion of the data submitted.

Each quarter, quarterly data call distribution recipients are reminded that it is imperative NOAA submit its quarterly financial statements and stewardship information by the established Departmental deadlines and that it is critical the tasks are completed by the due dates set forth in the data call distribution. Late submissions of quarterly data call requirements are reported to the CFO Council, by way of the NOAA Finance Committee.



Please remind your respective staff and managers of their reporting responsibilities and to follow established policies and procedures. Thank you for your continued diligence in this area and compliance with this policy. Your assistance and cooperation are greatly appreciated as we strive to maintain an unqualified audit opinion for the Department of Commerce. If you have any questions, please contact Jon P. Alexander at 301-444-2102.